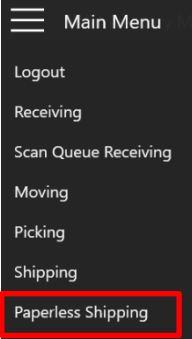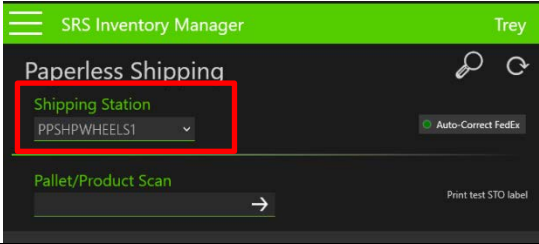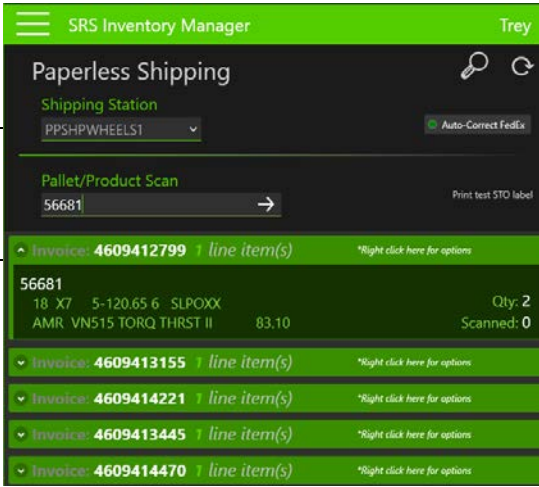# DC - Shipping

Introduction

After products have been picked and loaded on pallets, load them onto the rollers and inspect them. Then scan them out and label each product at the shipping station.

Shipping process

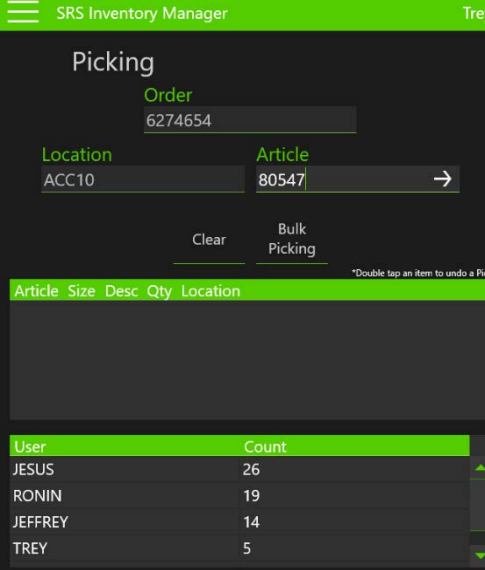Follow these steps to scan products out at the shipping station:

Step	Action
1	Open SRS Inventory Manager.
2	Select **Paperless shipping** from the main menu.
3	Select what you are shipping from the **Shipping Station** dropdown.
4	Click in the **Pallet/Product Scan** field to select it.
5	Scan the Pallet ID barcode.
6	After inspection, scan the barcode of each tire or wheel. Label(s) will print automatically. The software will prompt you for any remaining items. These are usually valves, TPMS sensors, install kits, hub rings or caps. Follow instructions on the next page to pick them.
7	Attach label(s) to product.

Picking additional items

You are responsible for picking all smaller items attached to orders after the tires and wheel have been inspected and scanned.

The package that contains the smaller items will have an orange label saying, "Hardware Enclosed." The orange label is a sticker and placed near the shipping label.

If the software prompts you for remaining items, follow these steps to pick them:

Step	Action
1	Open a separate SRS window and select **Picking** from the main menu.
2	Look up each remaining item on the Paperless shipping screen and enter the following information on the **Picking** screen: • Order Number • Location (for this product) • Article number
3	Select the arrow or press ENTER as many times is needed for the quantity of this article ordered.
4	After you have finished picking the remaining items, go back to the **Paperless Shipping** screen and select **OK** for everything picked for that order. It will then print out the labels for that order.
5	Place these remaining items in the wheel box packaged correctly, taped to a tire if necessary, or even boxed with an additional label created for that order if needed.
6	Place a hardware enclosed sticker on the package with the remaining items.

Contact

Please see your manager if you have additional questions.